

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GUARDIANSHIP REPRESENTATIVE

POSITION CODE: 17710

Effective: 7-1-23

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a guardianship representative of the Illinois Guardianship and Advocacy Commission (IGAC), for adults with disabilities who have had OSG appointed as their guardian. The Guardianship Representative positions function in four key areas: A) Person Guardianship: day-to-day management of personal affairs; B) Estate Guardianship: administers the estate/ financial matters for individuals; C) Plenary Guardianship: has the power to make all decisions regarding the individual's personal care and/or estate; and D) Intake and Assessment: serves as OSG's initial point of public contact and new court assignments, and determines best types of care and treatment for clients. As required assesses and provides counseling services to an assigned caseload of individuals; ensures available benefits have been applied for, provision of informed consent for medical treatment of individuals and residential placement; travels to conduct visits with clients.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Advocates on behalf of individuals under OSG guardianship to obtain services due and defend rights; coordinates and performs management of personal affairs; testifies in court on behalf of the Guardianship and Advocacy Commission in probate or mental health proceedings, as warranted.
2. Serves as initial point of contact for OSG; screens calls regarding adult guardianship and mental health; provides general information and referral to other agencies and services; assists attorneys seeking OSG appointment for eligible individuals; gathers information petition-related information, reviews legal guardianship and other documents; interacts with petitioning attorneys, social workers, medical staff, service providers, Adult Protective Services, Department of Children and Family Services to ensure the delivery of appropriate services; ensures appropriate legal authority is conferred, that appropriate notice is issued, proper due process has been followed, and reviews all legal documents; documents important information in agency case management system, scans records into the case management system, determines staff assignments of new appointments, issues agency notice of such appointments and follows up as needed with agency staff.
3. Visits, assesses, and counsels a caseload of court-referred wards on management of personal affairs; ensures that the care and treatment provided best suit the ward's interests; recommends actions as necessary, including consent for medical, surgical and hospitalization and other activities required by the type of guardianship provided; provides consent coverage on an assigned rotating basis; travels to conduct visits with wards.
4. Carries out legally authorized duties relating to end-of-life decision-making including emergency response to care requests from health care providers, consultation with medical staff, assessment of ward's condition requiring the exercise of professional judgment and disposition of remains of deceased ward.

GUARDIANSHIP REPRESENTATIVE (CONTINUED)

5. Serves as liaison by conferring with various private and public organizations to develop listings of local treatment resources, provide information on the guardianship program and assist family members in locating legal services to acquire a private guardian.
6. Prepares reports and other documentation for court use at the direction of the Office of the State Guardian attorney; provides assistance with preparation of applications for public benefits for wards; as warranted, testifies in court on behalf of the Guardianship and Advocacy Commission in probate or mental health proceedings.
7. Conducts asset investigations including marshalling of assets where they are located, examining financial instruments; performs reviewal of client's assets including but not limited to personal assets, bank and financial records, safety deposit boxes, and other assets as necessary.
8. Studies for and otherwise pursues required successful completion of the National Certification Examination by the Center for Guardianship Certification within twelve (12) months of employment, or until certified; ensures fulfillment of continuing education and other requirements to maintain eligibility for recertification; keeps current and informed on relevant changes to legislation, rules and regulations, policy, and internal and external processes and procedures.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in related social science field.

Requires two years of professional experience in a social services area.

Knowledges, Skills and Abilities

Requires possession of an appropriate valid driver's license.

Requires ability to develop a working knowledge of community systems and services in the area to be served.

Requires ability to develop a working knowledge of federal and state disability laws and associated rules of the Mental Health and Developmental Disabilities Code, Confidentialities Act, Nursing Home Reform Act, Rehabilitation Act, Probate Act, Health Care Surrogate Act and Power of Attorney Law.

Requires ability to analyze and evaluate service provisions, define deficiencies, collect data, establish facts, draw conclusions, and interpret policies, rules and regulations and other technical information.

Requires elementary knowledge of the character and relationship between departments of state and other levels of government.

GUARDIANSHIP REPRESENTATIVE (CONTINUED)

Requires ability to operate a personal computer and utilize relevant software.

Requires ability to exercise sound judgment in the analysis, appraisal and evaluation of existing and proposed programs.

Requires ability to write complete, concise reports.

Requires ability to exercise discretion and judgment in applying and interpreting agency policies and procedures.

Requires ability to develop and maintain support of good functional working relationships with agency personnel, voluntary and professional organizations, State, county and city governmental agencies, and the public.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.